

## MONTGOMERY PUBLIC SCHOOLS

Montgomery, Alabama

## REQUEST FOR PROFESSIONAL LEAVE/DETACHED DUTY

Date Oct 15th '04 Name Lowe, III, Melvin  
(Please Print)School / Department Daisy Lawrence Position Tutor-Teacher

Paid From (Check One):

- ☐ Federal Fund  
☐ Non-Federal Fund

Human Resources Manager  
Montgomery Public Schools

I am requesting approval to be absent from my regular duty assignment on the following dates:

December 8th - 10th

Reason for Absence: (specific details)

Please see attachments (4)

I am attaching other information related to my request. YES NO (Circle one)

If approved, I will need a substitute.

YES NO (Circle one)

Signature of Employee

Social Security Number

418-25-1365

I recommend:

Approval

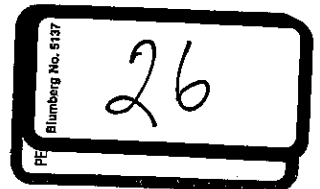
Denial (Circle one)

Signature of Principal/Supervisor/Director

10/18/04

Dr.

Human Resources Manager's Use Only:



Date

Submit all copies to Human Resources Manager's Office

AEA/Lowe 00099 MPS 254-95